



Chris Christie
Governor

Kim Guadagno
Lt. Governor

Allison Blake, PH.D., L.S.W
Commissioner

JOB VACANCY POSTING

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| POSTING #: | 137-16 | ISSUE DATE: | September 2, 2016 |
| TITLE: | PROGRAM SUPPORT SPECIALIST 1 ASSISTANCE PROGRAMS | CLOSING DATE: | September 16, 2016 |
| LOCATION: | Department of Children and Families Office of Adolescent Services 50 East State Street Trenton, NJ 08625 | | |
| POSITIONS: | 1 | RANGE: | R 27 |
| DISTRIBUTION: | DEPARTMENT-WIDE | SALARY: | \$67,714.29 - \$96,415.56 |

SCOPE OF ELIGIBILITY: Open to employees of the Department of Children and Families who are permanent in a competitive title with underlying permanent State service as a promotional or lateral opportunity, subject to current promotional and hiring restrictions.

DEFINITION: Under the direction of a Supervising Program Support Specialist or other supervisory official in a state department or agency, or in a community or institutional setting, supervises the work of a professional unit responsible for performing activities to maintain, monitor and/or implement client services/assistance programs OR maintains, monitors and/or implements a complex client services/assistance program; acts as a liaison between the agency and other public and/or private organizations; does other related work as required.

SPECIAL NOTE: This position will require expertise in: youth housing programming and practice, DCF contracted life skills programing, supervisory responsibilities, the ability to manage time sensitive projects, and familiarity with the Youth Thrive framework. Awareness of emerging research and strategies for promoting positive outcomes for system involved transitioning youth is required. This position will require knowledge of Microsoft Office (specifically Microsoft Word and Excel), contracting, and internal and external liaison work with staff and the provider community.

REQUIREMENTS

EDUCATION: Graduation from an accredited college with a Bachelor's degree.

EXPERIENCE: Three (3) years of experience in a public or private agency having responsibility for analyzing, monitoring, maintaining or implementing social service, economic assistance, community service, sustenance (food), or any other human support/assistance program.

NOTE: Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis.

NOTE: A Master's degree in Social Work, Psychology, Education, Public Administration, Business Administration, or a related field may be substituted for one (1) year of the required experience.

NOTE: A cover letter outlining specific interest and knowledge of the DCF-Office of Adolescent Services is preferred. A resume that outlines experience that is relevant to the requirements of this position is preferred.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

NOTE: APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY APPOINTMENTS ARE MADE.

IMPORTANT NOTICE

RESIDENCY - Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

Electronic Filing:

Forward a cover letter and resume electronically to:

Jennifer.Dowd@dcf.state.nj.us

Include the Job Posting # in the subject line of your email

Alternate Filing:

If unable to file electronically, applicants may forward a cover letter and resume (including Job Posting #) to:

Andrea Maxwell, Manager 2 Human Resources
Department of Children and Families
Office of Human Resources
P.O. Box 717
Trenton, NJ 08625-0717